

FAST Guidelines for Entering Fleet Data

The FAST (Federal Automotive Statistical Tool) system was developed to assist fleets in meeting the data reporting requirements of Executive Order 13149 *“Greening the Government Through Federal Fleet and Transportation Efficiency,”* The Energy Policy Act of 1992, as amended by the Energy Conservation Reauthorization Act of 1998 (Public Law 105-388), and the General Services Administration’s SF82 *“Agency Report of Motor Vehicle Data.”* Data collected through the FAST will satisfy all of these requirements.

A. Logging on to FAST

Once you receive your login ID and password via e-mail you may begin to use the system. If you have not yet received your login information you need to contact your FAST Agency Trainer. They will assist you. If you have received your login information through e-mail, you may begin by following the steps below.

1. Login to the FAST program by going into your Internet browser (Netscape, or Explorer) and keying in the URL <http://fastweb.inel.gov> in the address window at the top of the screen. Enter your FAST Login ID and Password, then click on the **Login** button.
2. You may be required to change your password during your first FAST system entry. Click on **Change Password** and change your password. The database will not allow you to input certain combinations of characters, in keeping with password protocols intended to prevent unauthorized use of this system. Click on the help to learn more about password requirements.

B. Entering Data

1. To begin entering data, click on the **Fleet Data** tab. A list of Fleet names will appear.
2. Click on the **name of the Fleet** for which you wish to enter data.
3. In the FY 2004 Report Header – Section 1 Fleet Information ensure the Fleet Information is correct: Check for the following:
 - a. **Locale:** Select either Foreign or Domestic.
 - b. **Exemption:** Select the appropriate exemption (if any) for this fleet: Fleet Size, Geographic, non-MSA Operation. Click the help icon for assistance in determining if your fleet should be considered EPACT exempt. Leave blank if your fleet is covered under EPACT.
 - c. **State and Zip Code:** Supply the state and zip code for the actual location of the local fleet (e.g., motorpool zip code). This number will be used to assist you in determining whether your fleet can take advantage of geographic exemptions. This may not be the same zip code for the contact information of the submitting official. **NOTE:** If your fleet is a consolidated fleet of vehicles in more than one state, leave this field blank.
4. **In the FY 2004 Report Header – Section 2 Submitter’s Contact Information:** Choose the applicable contact from the drop-down “Name” box, and FAST will complete the header information for you. If the contact information needs to be updated, do so; when the **Save Report Header** button is clicked the FAST user database will be updated with your changes. If the appropriate individual is not yet in the system enter their information, then click the **Save Report Header** button. Click on the e-mail link to automatically send the contact their FAST user ID and password. The submitting official is the primary person responsible for the data. This should be the person to contact with any questions regarding the data entered and will typically be the Fleet Manager.

NOTE: The header information (*name, address, phone, and e-mail*) is for the Submitting Fleet Official’s work location information **NOT** the fleet location information.

After entering the requested information, click on the **Save Report Header** button. The Submitting Official Approval should remain **Not Yet Approved** until all fleet data has been entered and verified.

5. Click on the respective red icon buttons (■) for each of the Section I, II, and III reports to enter data. The status of the report(s) should not be changed to **Complete** (☑) until all data has been entered and verified. Please fill out the information requested below for the Section I, II and III Reports. Agency Fleet managers will approve this information before it is forwarded to DOE/GSA/EIA. You may save this work while it is in process by clicking the save button on each report. A “comment” section is available at the bottom of each report. When you are satisfied the data is complete toggle the “Complete” button on each report to forward it to your approving official.

NOTE: After all data is entered and verified, and the “Complete” radio button is toggled, the system will automatically validate all data and generate a list of any identified problems requiring attention. Each separate item will have a link to the section of the report where the problem was identified. A separate validation link will be available under Section IV Data Output if you wish to validate your data prior to completing all sections. One example of a problem: having **10** CNG 4x2 pickups in Acquisition Actuals, and only having **8** in Inventory Actuals. All vehicles acquired (received) during the fiscal year should show in BOTH the Acquisition Actuals and Inventory Actuals. AF Vehicles ordered but NOT RECEIVED prior to October 1, should be entered as part of the Acquisitions Planned for this FY, but do not include it in your inventory. Ensure that next year you do not double up *next* year – add it as part of your inventory and not as next year acquisition. This will allow your fleet to take advantage of acquisition EPACT credits in this fiscal year.

For Section I Reports – *Inventory Actuals, Acquisition Actuals/Planned/Projected/Forecast, and Disposal Planned/Projected/Forecast.* Section I compiles vehicle inventory, acquisition, and disposal data.

- **1a. Inventory Actuals** – Enter vehicles in your operating inventory as of the last day of FY2004. All vehicles must be reported by their state distribution to comply with EPACT 1992 (See column (a) in figure 1 below). If all vehicles in the row are used in a law enforcement (“LE”) capacity (see the FAST Help System for definition of “law enforcement”), indicate this by selecting the appropriate entry in column (b). Any armored vehicles should be designated by the appropriate armor level (“A” – “D”) in column (j) of the Section I input forms; for non-armored vehicles, leave this selection in its default blank state. After defining each row use the **Add** button to save each row. Likewise use the edit icon or delete icon (red “x”) as needed to modify previously saved changes.
- **1a,b,c,d. Acquisition Actuals, Planned, Projected, Forecast:** Enter vehicles **acquired** this year (Actuals) or for future years (as appropriate). Any light duty vehicle acquisitions in covered fleets that can be declared exempt based on their operation outside of MSAs should be designated by checking the appropriate box in column (c) of this form. Vehicle acquisitions do not have to be reported by state.
- **1b,c,d. Disposal Planned, Projected, Forecast:** Enter vehicles that are targeted for disposal for each of the three future years (as appropriate). Vehicle disposals do not have to be reported by state.
- Click on the **“Complete” radio button** when all data has been entered and verified, then click on **Save and Return to Report Header** to save your changes.

Vehicle Inventory Data										
VEHICLE DESCRIPTION					# IN OPERATING INVENTORY			Comments	Arm	Action
State	LE	Non MSA	Vehicle Type	Fuel Type	Leased		Owned			
a	b	c	d	e	Comm	GSA	h			
1	AR	Yes	HD	GAS DE	5	10	15	HD LE Vehicles		
2	AR	No	LD Pickup 4x2	GAS DE	2	3	4	Another comment		
3	AR	Yes	LD SUV 4x2	GAS DE	1	2	3			
4	AR	Covered	Sedan/St Wgn Midsize	E85 FF	0	6	0	Ford Taurus	A	
5	AR	No	MD SUV	DSL DE	0	0	3			
6	TOTAL:				8	21	25			
7	<input type="text"/>	No <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Figure 1: Section I input screen

For Section II Reports – Actual Vehicle Cost/Mileage Data by Vehicle Type (see Figure 2 below)

- Enter the cost data and mileage for **Agency-owned Vehicles**: indirect costs, maintenance costs, depreciation, acquisition costs, and miles traveled. Note that fuel cost information will be shown based on data entered on Section III forms (see below).
- Enter the cost data and mileage for **GSA-leased Vehicles**: indirect costs, lease costs, acquisition costs, and miles traveled. Note that fuel costs for GSA-leased vehicles are assumed to be included within the lease costs for those vehicles.
- Enter the cost data and mileage for **Commercially-leased Vehicles**: indirect costs, maintenance costs, lease costs, acquisition costs, and miles traveled. As with agency-owned vehicles, fuel cost information will be shown based on data entered on Section III input forms (see below).
- Enter the corresponding cost data for the law enforcement and armored **subsets** of the entire fleet on the corresponding rows within each section.
- Click on the **“Complete”** radio button when all data has been entered and verified, then click on **Save and Return to Report Header** to save your changes.

1. Costs/Mileage Associated with Agency-owned Vehicles								
Vehicle Model	Cost Category					Total Operating Costs	Acquisition Costs	Miles Traveled
	Indirect	Maintenance	Depreciation	Lease	Fuel ¹			
a	b	c	d	e	f	g	h	i
Sedans & SW	\$ <input type="text"/> 0	\$ <input type="text"/> 0	\$ <input type="text"/> 0	n/a	n/a	\$ 0	\$ <input type="text"/> 0	<input type="text"/> 0
Ambulances	\$ <input type="text"/> 0	\$ <input type="text"/> 0	\$ <input type="text"/> 0	n/a	n/a	\$ 0	\$ <input type="text"/> 0	<input type="text"/> 0
Buses	\$ <input type="text"/> 0	\$ <input type="text"/> 0	\$ <input type="text"/> 0	n/a	n/a	\$ 0	\$ <input type="text"/> 0	<input type="text"/> 0
LD Trucks (4x2)	\$ <input type="text"/> 0	\$ <input type="text"/> 0	\$ <input type="text"/> 0	n/a	n/a	\$ 0	\$ <input type="text"/> 0	<input type="text"/> 0
LD Trucks (4x4)	\$ <input type="text"/> 0	\$ <input type="text"/> 0	\$ <input type="text"/> 0	n/a	n/a	\$ 0	\$ <input type="text"/> 0	<input type="text"/> 0
MD Trucks	\$ <input type="text"/> 0	\$ <input type="text"/> 0	\$ <input type="text"/> 0	n/a	n/a	\$ 0	\$ <input type="text"/> 0	<input type="text"/> 0
HD Trucks	\$ <input type="text"/> 0	\$ <input type="text"/> 0	\$ <input type="text"/> 0	n/a	n/a	\$ 0	\$ <input type="text"/> 0	<input type="text"/> 0
Totals	\$ 0	\$ 0	\$ 0	n/a	0	\$ 0	\$ 0	0
Law Enforcement	\$ <input type="text"/> 0	\$ <input type="text"/> 0	\$ <input type="text"/> 0	n/a	0	\$ 0	\$ <input type="text"/> 0	n/a
Armored Vehicles	\$ <input type="text"/> 0	\$ <input type="text"/> 0	\$ <input type="text"/> 0	n/a	0	\$ 0	\$ <input type="text"/> 0	n/a

Figure 2: Section II input screen

For Section II Reports – Planned/Projected/Forecast Vehicle Cost Data

- If you are required to submit cost projection data for your fleet, enter the operating cost increases, operating cost decreases, acquisition costs, and proceeds from disposals for your entire fleet, the law enforcement subset of the entire fleet, and the armored subset (if any) of your entire fleet for each section (agency-owned, GSA-leased, and commercially-leased).

1. Costs Associated with Agency-owned Vehicles					Notes f
Vehicles a	Operating Cost Increases b ?	Operating Cost Decreases c ?	Acquisition Costs d ?	Proceeds From Disposals e ?	
Entire Fleet	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	
Law Enforcement Vehicles	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	
Armored Vehicles	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	

Figure 3: Section II cost projection input screen

For Section III Reports – Actual Fuel Cost/Consumption by Fuel Type. See Figure 4.

- Fill out the questions located at the top of the input screen using the instructions provided.
- Fill out the fuel costs and consumption amounts for the fuel types consumed by your fleet (see figure 3 below). Identify fuel consumed, if any, in armored vehicles by checking the **Armored** checkbox in column (g) of the input form.
- Click on the **Complete** button after the data has been entered and verified.
- Click on **Save and Return to Report Header** to save your changes.
- Note:** Enter **either** the number of natural units of fuel consumed during the FY or the *Gasoline Gallon Equivalent (GGE)* for GSA-Leased, Commercial-Leased, and Owned vehicles. Indicate with the radio button whether you are entering natural units or GGE values. FAST will automatically calculate the other column (natural units or GGE) after you save the row of data.

Fuel Cost/Consumption												
State ?	Fuel Type ?	Cost ?	Natural Units ?			Arm	Comment	GGE ?				Action
			GSA-Leased	Comm-Leased	Owned			GSA-Leased	Comm-Leased	Owned	Total	
a	b	c	d	e	f	g	h	i	j	k	l	m
1	ID	GAS	\$ 2,500	800	200	200		800	200	200	1,200	
2	ID	DSL	\$ 3,000	1,250	250	0		1,425	285	0	1,710	
3	ID	GAS LE	\$ 500	500	0	0		500	0	0	500	
4	UT	CNG 3600	\$ 740	1,000	0	0		270	0	0	270	
5	TOTAL:		\$ 6,740	3,550	450	200		2,995	485	200	3,680	
6	ID	LPG	2300	1150		625		<input checked="" type="radio"/> NU <input type="radio"/> GGE	gallons			Add

B100
 B20
 CNG
 CNG 2400
 CNG 3000
 CNG 3600
 DSL
 DSL E&SP
 DSL LE
 E&S
 ELE
 GAS
 GAS E&SP
 GAS LE
 LNG
 LPG
 MGS

Figure 4: Section III input screen

- After all Section Reports have been toggled to "Complete" () FAST will automatically validate all data entered into the system, and generate a list of all problems that need addressed. Each problem identified will have a link to take you to the pertinent report section.
- After all validation errors have been corrected and all report data has been verified, click on the **Submitting Official Approval Status Approved** radio button. (Approving the report releases it for approval by the Regional or Agency Approver.)
- All data has now been stored and sent for approval. You may now return to the FAST main menu and logout by clicking on the logout button.

C. Available Helps

There are several ways to get online help for the FAST system.

- Upon logging into the system you will be presented with the "**What's New?**" screen. You can dismiss this screen from subsequent logins if you prefer – but when new information is added you will be presented with the screen again when you log in. Additionally, you can select **What's New?** from the **Help** tab in the FAST.
- Frequently asked questions are available from **Help tab** in the FAST – click on the **Frequently Asked Questions (FAQ)** link to access this helpful system.
- The **FAST Help System** is accessed by clicking on the **FAST On-line Help System** link on the **Help tab** in the FAST. You can also click on the on many of the FAST input forms within the FAST website to see an embedded pop-up help screen.
- If additional assistance is needed, you may contact your **FAST Agency Trainer**, shown at the bottom of each page within the FAST. A link to the **Agency Help Desk List** is also available on the FAST Login screen.